

REQUEST FOR CONSUMABLE PRODUCTS

MUST BE REQUESTED 1 WEEK BEFORE NEEDED

Date of request: _____ Date Needed: _____

Name of Organization/Group _____

Name & Phone numbers of Contact Person:

Indicate which item(s) are needed and quantity:

- _____ 9" round plates
- _____ divided dinner plates
- _____ dessert plates
- _____ 12 oz. bowls
- _____ napkins
- _____ plastic spoons
- _____ plastic knives
- _____ plastic forks
- _____ cold drink cups
- _____ coffee cups
- _____ pkgs. coffee (1 pkg. per pot)
- _____ tea bags (1 bag per gallon)

These are the only items we stock in the kitchen. If your event requires additional items such as table cover, etc., you will have to obtain it yourself.

ITEMS REQUESTED WILL BE READY FOR PICK UP IN THE CHURCH OFFICE ON **FRIDAY** BEFORE YOUR EVENT. PLEASE PICK UP YOUR ITEMS **BEFORE 4:30** ON THAT FRIDAY.